

PAYTON (RILEY) HUGHES

WORK EXPERIENCE

STUDENT ASSISTANT

University of Georgia

August 2023 - PRESENT

- Serve as the customer service representative for students, parents, faculty, staff, alumni, departmental offices, and the general public in regard to a wide variety of issues and concerns related to registration and student records at the university.
- Triage and answer a wide range of questions/issues through phone calls, emails, and in-person walk-ups.
- Process, guide, and regulate student registration changes over a variety of student information systems.
- Process verifications of student records promptly in accordance with the office and FERPA guidelines.

INTERIM OFFICE MANAGER

Integrate2 Physical Therapy

August 2021 - January 2023

- Work on an as-needed basis to fulfill the responsibilities of the current office manager, including communicating insurance benefits to patients, filing benefits claims, and coordinating patient schedules, requiring an understanding of medical terminology.
- Other responsibilities include customer service, maintaining supply rooms, engaging with patients, and performing small medical tasks.

INTERN

Integrate2 Physical Therapy

March 2021 - May 2022

- Customer Service, supply room maintenance, engaged with patients, performed small medical tasks while observing medical procedures, use of medical terminology


PLAY CENTER ATTENDANT

Northwest Family YMCA

July 2021 - October 2021

- Aid with age-appropriate activities, nurture relationships with children and parents, maintain a healthy learning environment for children ages 3 months - 12 years, provide basic first-aid.

CONTACT

 770-480-4157

 paytonrhughes2004@gmail.com

EDUCATION

University of Georgia

Fall 2022 - PRESENT

Expected Graduation Date: May '26

B.S. Health Promotion

Minors:

- Health Policy & Management
- Gerontology
- Global Health

AWARDS

- President's List Spring 2025
- Dean's List Fall 2022 - Fall 2024

VOLUNTEER EXPERIENCE

Public Health Ambassador - University of Georgia, College of Public Health
May 2025 - PRESENT

- Represent the College at recruitment and campus events, promoting public health programs & student involvement.

Volunteer - ESP Athens

August 2024 - PRESENT

- Attend weekly meetings, form relationships with assigned buddies, & perform small medical tasks

University of Georgia Miracle Member

Hospital Relations (Fall '23 - Spring '24)

Ignite (Fall '22 - Spring '23)

- Attend weekly meetings, plan and attend activities with CHOA families, raise money to help fund CHOA, and attend the capstone event "Dance Marathon."